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|---|-------------------|--|--------------------------------|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i> | | LEAVE BLANK | |
| | | JOB NO. | N1-362-91-3 |
| TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 | | DATE RECEIVED | 2-28-91 |
| 1 FROM <i>(Agency or establishment)</i> | | NOTIFICATION TO AGENCY | |
| ACTION | | In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. | |
| 2. MAJOR SUBDIVISION | | | |
| Office of Management and Budget | | | |
| 3. MINOR SUBDIVISION | | | |
| Administrative and Management Services | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE EXT. | DATE | ARCHIVIST OF THE UNITED STATES |
| <i>Evelyn D. Grimes</i> Evelyn D. Grimes | 634--9246 | 8/19/91 | <i>Claudine Greene</i> |
| 6. CERTIFICATE OF AGENCY REPRESENTATIVE | | | |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence. is attached, or is unnecessary.

| B. DATE | C. SIGNATURE OF AGENCY REPRESENTATIVE | D. TITLE | |
|-----------|---|-----------------------------------|---|
| 3/25/91 | <i>Evelyn D. Grimes</i> | <i>Records Officer</i> | |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN <i>(NARS USE ONLY)</i> |
| 1 B. | <u>Student Community Service Grant Project Files (SCS)</u> This file contains SCS project applications, grant awards and correspondence relating to the project. Disposition: Cut-off at the end of the year, hold 3 years and destroy. | | |
| 2 A. | <u>Deferment of Student Loans</u> This file contains request for deferment of student loans while serving as VISTA volunteers. Cut-off at the end of the year, hold for 2 years after completion of service and destroy. | | |

Copies sent to agency, 8/22/91